

CPE FACULTY DEVELOPMENT WORK GROUP BYLAWS

The Council on Postsecondary Education (CPE), in collaboration with the Council of Chief Academic Officers (CCAO), hereby establishes a Faculty Development Workgroup.

ARTICLE I - NAME

The name of this organization is the CPE Faculty Development Workgroup hereinafter referred to as FDW.

ARTICLE II - CHARGE

The charge of the FDW is to advise the CPE and the CCAO on policies and programs that are needed to establish a statewide focus on faculty development as a strategic approach to enhancing teaching and learning. Our initial focus shall be on integrating faculty development into campus-wide policies on faculty reward and on distance learning.

ARTICLE III - MEMBERSHIP

A. Membership

The FDW shall consist of one (1) voting member from each of the Kentucky public Postsecondary institutions and one (1) voting member representing the Association of Independent Kentucky Colleges and Universities. In addition, non-voting representatives will be as follows: one (1) representative from the CPE, one (1) representative from the Kentucky Virtual Library, one (1) from the Kentucky Virtual University. Institutional representatives are selected by the particular CAO of each institution to reflect the particular needs of that institution. Each institution is encouraged to bring appropriate non-voting participants to represent the breadth of those involved in faculty development at a particular institution. Non-voting participants are accorded equivalent rights of participation in meetings, other than voting, should voting be necessary.

Members may assign an alternate with voting privileges if unable to attend meetings. The alternate is encouraged to attend all meetings as much as possible.

B. Duration of Membership

The term of service shall be 3 years and renewed contingent on the CAO of the respective institution. If an institution lacks representation for 3 months, the Chair of the FDW will inform the CAO of the particular institution.

C. Officers

The Chair and Vice-chair/chair-elect, shall be appointed on a rotating order of succession based on the alphabetical order of the FDW representative's institution.

Terms will run from July 1 until June 30.

Faculty Development Work Group Chair

2006 – 2007	Kentucky State University
2007 - 2008	Morehead State University
2008 – 2009	Murray State University
2009 – 2010	Northern Kentucky University
2010 – 2011	University of Kentucky
2011 – 2012	University of Louisville
2012 – 2013	Western Kentucky University
2013 – 2014	Association of Independent Kentucky Colleges and Universities
2014 – 2015	Eastern Kentucky University
2015 – 2016	Kentucky Community and Technical College Systems

The Conference Program Chair shall be appointed on a rotating order of succession based on the alphabetical order of the FDW representative's institution. The Conference Program Chair will coordinate the Call for Proposals and the program presentations for the annual Faculty Development Conference.

Faculty Development Conference Program Chair

2006 – 2007	University of Louisville
2007 - 2008	Western Kentucky University
2008 – 2009	Association of Independent Kentucky Colleges and Universities
2009 – 2010	Eastern Kentucky University

2010 – 2011	Kentucky Community and Technical College Systems
2011 – 2012	Kentucky State University
2012 – 2013	Morehead State University
2013 – 2014	Murray State University
2014 – 2015	Northern Kentucky University
2015 – 2016	University of Kentucky

ARTICLE IV - SUBCOMMITTEES

Subcommittees shall be designated by the chair with input from the participants. Committee composition need only include one (1) voting member. Most shall be ad hoc in nature.

ARTICLE V-MEETINGS

The FDW shall meet at least 6 times a year, typically monthly, consistent with the academic calendar. The Chair will set the meeting dates and agenda in consultation with the CPE member. Any member may submit agenda items. The agenda shall be distributed at least 2 working days prior to the meeting with a call for agenda and informational items at least 5 days prior to the meeting.

Every representative is encouraged to submit a brief informational note. Special meetings may be called at the request of one third of the appointed membership. Additional meetings may be called on an as-needed basis with as much notice as possible.

The minutes, with the agenda for the next meeting, shall be forwarded to all members via the FDW email mailing list. Informational notes from each representative, as part of the minutes, will be distributed by email but not necessarily discussed.

A quorum is 60% of the membership.

In general, meetings will be conducted by consensus with consideration of all parties present but appointed members have the right to request a vote. At such time the Sturgis Standard Code of Parliamentary Procedure, will be used except as noted in subsequent rules.

ARTICLE VI - CPE RESPONSIBILITIES

The CPE shall provide a staff liaison for the FDW. Duties will include, but are not limited to, the following:

1. Make regular reports on CPE activities for FDW meetings or an informational report for the minutes.
2. Facilitate meeting arrangements.
3. Communicate appropriate issues and concerns to the CPE and the CCAO.

The CPE shall provide and maintain a website devoted to faculty development.

ARTICLE VII - RULE CHANGES

Any of these rules may be changed by a vote of two thirds of the appointed members. Rule changes require a second reading and the second reading may not be waived.

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